



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY ARMOR CENTER  
125 6TH AVENUE, SUITE 117  
FORT KNOX, KENTUCKY 40121-5719

REPLY TO  
ATTENTION OF:

ATZK-RMA

6 May 2009

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 43-5 – Government Purchase Card Delinquency

1. Reference. Memorandum, Secretary of the Army, 28 January 2003, subject: Army Charge Card Programs.
2. The Secretary of the Army directed a series of corrective actions (see paragraph 1, reference above) to curb payment delinquencies for the Government Purchase Card Program and hold command leadership accountable for results. He stresses the responsibility and accountability to which cardholders, approving/billing officials, commanders, and program managers will be held. The Army's primary delinquency measure will be the percent of dollars delinquent and the established goal is payment of all invoices within 30 days of the end-of-billing cycle, equating to a standard of **no account delinquencies**. Further, the Army has mandated that all billing official accounts be Electronic Data Interchange enabled and certified through the Citibank Customer Automated Reports Environment (C.A.R.E.) electronic access system.
3. The Government Purchase Card Program is a commander's program. To implement DA's corrective actions, the Deputy Chief of Staff (DCS), G-8 (Resource Management), US Army Training and Doctrine Command (TRADOC), will provide a listing of billing officials whose accounts are delinquent at the start of the new billing cycle (20th of each month). The installation G4/G8 will analyze the report and provide an explanation for the delinquencies to DCS, G-8, TRADOC, by the 15th of the following month.
4. Successful purchase card program management requires timely attention to responsibilities by cardholders and billing officials. To meet program initiatives outlined above and achieve no account delinquencies, the following responsibilities will be accomplished without exception:
  - a. Cardholders will adhere to the responsibility of completing a review and approval of monthly statements within 3 business days of the end of the billing cycle using the C.A.R.E. system.
  - b. Billing officials will adhere to the responsibility of certifying monthly invoices within 5 business days of the end of the billing cycle using the C.A.R.E. system.

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c. The G4/G8 will report delinquent purchase accounts caused by untimely certification for the previous billing cycle to the Chief of Staff (CofS), US Army Armor Center, by the 1st day of each month. The CofS will forward this report to commanders and directors for explanation as to why the accounts were not certified for payment in a timely manner. The CofS will provide explanation responses to G4/G8 for consolidation and forwarding to TRADOC no later than the 15th of each month.

5. Management of the Government Purchase Card Program is the responsibility of all levels of command. Failure to pay bills in a timely manner reflects poorly on the government and jeopardizes future business relationships. The Government Purchase Card Program provides substantial savings and internal efficiencies to the Army and is crucial to our mission. Prompt certification of invoice payments will increase the rebates that come directly back to our operating funds. Delinquencies result in interest payments and have a negative effect on our operating funds. Failure of leadership to take action is unacceptable. I expect individual cardholders, billing officials, their supervisors, and leaders to take personal responsibility.



DAVID A. TEEPLES  
COL, AR  
Commanding

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